

REDDING COLLEGIATE ACADEMY
WORK PERMIT PROCEDURE

Part I – Request for worker’s Permit (see school secretary)

- a. Students who request for a worker’s permit need to meet the district’s eligible GPA requirement of a 2.0 or above. (If their GPA is lower than the required, they cannot be issued a work permit)
- b. Students who meet the minimum GPA requirement must complete the “Statement of Intent to Employ Minor and Request for Work Permit” form for each job they hold (some students may have more than one job, if so, the student needs to complete two separate forms, one for each employer)
- c. The form needs to be completed by the minor, have the employer signature, job title with duties defined and a parent signature before it can be accepted
- d. Parent does not have to be present for the permit to be processed
- e. Students over 18 years old do not need a work permit. However, if an employer still requires one, we will issue a permit through graduation

Part II – Processing/Issuing Worker’s Permit

- a. Students will obtain a “Permit to Employ and Work” and “Statement of Intent to Employ Minor and Request for Work Permit” forms from the school secretary.
- b. These must be completed by the student, parent, and employer prior to them being signed by the principal or counselor.
- c. Once all forms are signed, the forms can be returned to your employer.
- d. Students who wish to earn credit for their employment hours will be enrolled in Work Experience or Marketing.
- e. Work hours will be at the discretion of the CA state law and your educational team: administrator, teacher of record, and school counselor

For more information about work permits, please visit the California Department of Education website regarding work permits: <http://www.cde.ca.gov/ci/ct/we/wpfaq.asp>